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ABSTRACT

All Councils affiliated with the American Association of Community and Junior Colleges (AACJC) are required to submit an annual report to the AACJC Board of Directors at its fall meeting. The report's main purpose is to help the Board become better acquainted with each Council's structure and annual activities, providing information that is especially useful when the Board meets to discuss the role of Councils within AACJC and to review requests for continued affiliation. This 1991 Annual AACJC Council Report from the National Council of Instructional Administrators (NCIA) includes the following materials: (1) five pages of short answers to a series of questions pertaining to Council history and functioning; program activities as they relate to AACJC's public policy agenda; AACJC convention activities; awards granted; cooperative efforts undertaken; conferences/workshops sponsored; and programs and publications projected for 1992; (2) a one-page narrative providing an overview of NCIA to be distributed at an upcoming national meeting of AACJC chairs; (3) brief descriptions of NCIA's major accomplishments during the past year; program and operational areas needing improvement or development; the Council's role within AACJC; and suggestions for strengthening the role of Councils within the AACJC structure; (4) an accounting of Council responsibilities by individual office holder, staff member, or representative; (5) a map of NCIA's regional structure; (6) NCIA bylaws; (7) a directory of members of the NCIA board of directors by region; and (8) a brief membership and financial review. (JMC)

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Annual Council Report to the Board of Directors

October 14, 1991

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AACJC

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1991 ANNUAL AACJC COUNCIL REPORT

FROM THE NATIONAL COUNCIL OF INSTRUCTIONAL ADMINISTRATORS

Each AACJC-affiliated Council is required to submit an annual report to the AACJC Board of Directors at its Fall meeting. A major purpose of this report is for the Board to become better acquainted with each Council's structure and activities. This information is especially useful when the Board of Directors meets to: (1) discuss the role of Councils within AACJC; and (2) review requests for continued affiliation.

Please provide all information as requested. **The completed report is due by October 11, 1991.** Mail to: Connie Odems, Vice President for Professional Services, AACJC, One Dupont Circle, Suite 410, Washington, D.C. 20036-1176.

Remember to send a copy of your report to your AACJC Board liaison and Staff liaison. Keep two copies for your Council's files.

Name of Council National Council of Instructional Administrators

Year for which report is submitted 1991 Date submitted October 14, 1991

Person submitting report Dr. Ann Stephenson

Council position President, NCIA

Professional title Vice President, Instruction

Institution Cabrillo College

Address 6500 Soquel Drive

Aptos, CA 95003

Phone (408) 479-6451 FAX (408) 479-6425

1. Year Council established 1977 Year of AACJC affiliation 1977

2. Membership

   a. Estimated number in potential membership population 1,200 institutions

   b. Current number of members: individual 131 institutional 343
      Total Members: 3,145

   c. If the current individual membership is less than 200, use the space below to: (1) Certify that at least one-fourth of the estimated potential membership is represented in your Council; (2) Briefly explain why there is a discrepancy in actual vs potential membership figures.

d. Amount charged for individual membership dues $ 25.00

e. Amount charged for institutional membership dues
$ 135.00 (16 to 25 adm)
235.00 (26 to 45 adm)
345.00 (over 45 adm)
85.00 (up to 15 adm)

f. Are individual members required to be employees of AACJC member institutions?
yes yes
no_____

3. Date when newly-elected or selected officers assume positions At April AACJC meeting

4. Check as many as applicable:

_____ Incorporated Date incorporated_____ Location_____

X . IRS (501)(c)(3) Exemption Date received 77-78

_____ IRS Identification Date received_____ Number_____

5. Program activities for 1991

a. A copy of the 1991 AACJC Public Policy Agenda can be found in the enclosed 1991 Yellow Pages (Tab 2). Please review it and briefly describe how your Council's 1991 program activities supported the AACJC Public Policy Agenda during 1991.

1. Minority Education Initiative: NCIA, with the participation of the National Council of Black American Affairs and the National Community College Hispanic Council, has prepared a policy statement on student success. This statement takes into account the diverse needs of a multicultural student population. With acceptance by AACJC, the policy statement will be disseminated, and information on model student success programs will be presented through NCIA publications and presentations.

2. Leadership Development: NCIA will sponsor both regional and national professional development activities for instructional administrators. These activities will be designed to improve leadership skills. In addition, presentations and publications will feature exemplary programs and practices. In particular, faculty scholarship and student success will be areas of focus this year.

3. Institutional Effectiveness: Through Project Cooperation, initiated in 1988, NCIA will continue to collaborate with ACT and NCSD to define and refine measures of institutional effectiveness. This project began when AACJC charged NCIA to study the concept of "value added." This year's activities will focus on increasing data collection by adding additional college affiliates as demonstration sites.

4. International/Intercultural Education: NCIA will cooperate with the American Council on International/ Intercultural Education to identify and honor exemplary instructional programs or support services in international/intercultural education. The selected programs will receive awards at the AACJC national convention.

b. Indicate which of the following events were sponsored at the recent AACJC Convention. Check as many as applicable.

__x__ Preconvention workshop

__x__ Business meeting for Council Board or Executive Committee members

__x__ Business meeting for Council members

__x__ Forum _____ Workshop _____ Roundtable Talk

__x__ Breakfast _____ Luncheon __x__ Reception

____ Other, please specify_____

c. Do you have an awards program? __x__ yes _____ no If yes, list category(s) of awards(s) and recipients(s) for 1991.

Dr. Dale Parnell for Exemplary Service to Community College Education as AACJC President
Outstanding State Coordinator: Dr. Ray Garrity
Outstanding Service to NCIA: Dr. Gerry Bazer
Outstanding Service to Community College Instruction: Dr. Terry O'Banion
Exemplary Instructional Programs: Best degree program-Borough of Manhattan Community College, NY; Best certificate program-Laramie County Community College; Best Economic Development-Essex Community College/Dunkirk Community College, MD; Best non-degree, non-certificate activity-Miami-Dade Community College, FL

d. Did you conduct any program activities in cooperation with another AACJC affiliated Council? __x__ yes _____ no

With any other organization? __x__ yes _____ no

If you answered yes to either question above, identify the other Council or organization and briefly describe the nature and outcomes of the cooperative program(s).

NCIA is working with NCSD and ACT on Project Cooperation. The outcome will be new models for demonstrating institutional effectiveness.
NCIA has worked with NCSD, the National Community College Hispanic Council, the National Council for Black American Affairs, and the Consortium on Institutional Effectiveness to prepare an AACJC policy paper on Student Success. A policy paper has been submitted to AACJC.
NCIA is working with Jim Palmer at George Mason University on research of faculty scholarship in community colleges. NCIA will present a 1992 AACJC Convention forum on faculty scholarship.
NCIA is cooperating with the American Council on International/Intercultural Education to make a 1992 exemplary program award in the area of international/multicultural studies.

e. Conferences/workshops conducted during 1991 (other than those during the AACJC Convention).

(1) Regional __x__ yes _____ no How many__4__

(2) National __x__ yes _____ no How many__4__

6. When submitting your report, please enclose the following:

   a. Current roster of officers
   b. Roster of officers for next year (if known)
   c. Current membership list
   d. Current annual budget and proposed budget for next year (if known)
   e. Listing of publications for this current year (3 issues, Newsletter & 1 booklet
   f. Council constitution and bylaws (Attached) of Exemplary Programs)

   Note: If the following is not included in your constitution and bylaws, please enclose separately:

   (1) Statement of Council purpose and goals

   (2) Statement of method of electing or selecting Council officers and nominees to AACJC Board of Directors

   (3) Statement of method of conducting financial affairs

7. Projected Program Activities for 1992

   a. Please list projected meetings, conferences, workshops during 1992 (other than during the 1992 AACJC Convention program).

Date(s)	Conference/Workshop Title	Location
May 1992	NISOD	Austin, TX
July 1992	NCIA Board Meeting	
July 1992	Leadership 2000	Chicago
July 1992	Rocky Mountain Round-up	Colorado
November 1992	NCIA Board Meeting	

b. Please list projected publications for next year.

Title	Author(s)
3 Newsletters	Gerald Bazer, Editor
Exemplary Instructional Programs	Gerald Bazer, Editor

8. Provide a one-page type-written narrative on information about your Council that will be shared with participants at the November 8-9 Chairs' meeting in Washington, DC. Space is provided on page 6 for your narrative response.

8. Representing more that 340 colleges and 3,100 members, the National Council of Instructional Administrators serves as the voice for instruction in community colleges. The council, working in cooperation with other AACJC councils, responds to requests from AACJC to analyze and make recommendations on issues related to instruction. Further, NCIA assists its membership by providing professional development opportunities and representation at the national level.

This year NCIA is proud to present to AACJC its national policy statement on student success. After two years of development that included the participation of other national councils and a forum presentation at the 1991 AACJC convention, the statement was submitted in September. Student success will continue to be a focus for NCIA activities in 1992.

NCIA will continue its partnership with ACT and NCSD to define and refine measures of institutional effectivenss. Initiated in 1988, Project Cooperation has joined these 3 organizations in a collaborative effort that will focus this year on bringing more institutions into the project in order to increase the data available for assessment.

Each year NCIA selects exemplary instructional programs and support services for its Exemplary Instructional Program Awards. The exemplary programs receive recognition and plaques at the AACJC convention and descriptions of the programs are featured in the NCIA newsletter. Annually NCIA publishes descriptions of all entries submitted to be considered for the awards. The four volumes published to date have become a valuable resource for program development. New categories for awards in 1992 include faculty scholarship and international/intercultural education.

A new area of focus for NCIA is community college faculty scholarship. At the request of Jim Palmer and George Vaughn of George Mason University, NCIA assisted in a national survey of faculty scholarship last year. In 1992 the council will promote the benefits of encouraging faculty scholarship and will feature exemplary faculty scholarship programs in its presentations and publications.

Regional professional development activities will remain an important objective for NCIA in 1992. After two successful years, one regional workshop, the Rocky Mountain Round Up for Instructional Administrators, is quickly becoming an annual national leadership development activity.

This year is also one of reflection and planning for NCIA. As a consequence of its growth and success, the council is reviewing its goals and will develop a plan for the short and long term. Part of this process includes a survey of the membership to identify issues of greatest importance to instructional administrators.

Name of Council: National Council of Instructional Administrators

Provide a type-written response to items 1-4 below (limited to this page).

1. Your Council's major accomplishments/successes during the past year.

NCIA's major accomplishments include the development of a national policy statement on student success and the presentation of forums on this topic. NCIA sponsored successful presentations at the NISOD, Leadership 2000, AACJC, and other conferences. The fourth volume of Community College Exemplary Instructional Programs was published and programs selected for awards.

2. Program/operational areas where your Council needs to improve or develop.

At its July 1991 board meeting, NCIA began a review of its role and structure. A one-day workshop on this topic and planning is scheduled for the council's November board meeting. The council will focus on improving the orientation process for new regional representatives and will seek ways to increase the involvement of state coordinators.

3. Your assessment of the role that Councils play within AACJC.

The councils serve as the voices for their constituent groups within AACJC and, in this way, are a valuable resource in the communication process of such a large organization. The councils are effective in making recommendations on issues and in directing attention to the needs of the AACJC membership and the students they serve. The professional development activities sponsored by the councils provide an important service to membership of AACJC.

4. Suggestions for strengthening the role of Councils within AACJC structure.

The relationship could be strengthened by increased direct interaction between the councils and AACJC.

ORGANIZATION

NCIA is organized into nine geographical regions (see Membership Brochure for state distribution). Each of these regions elects a member to the National Board of Directors for a two-year term. Terms are staggered to minimize the loss of experienced leadership. These persons, plus two at-large representatives, form the primary governing body of the organization. The Board elects a representative as President who is then replaced as a representative. The Board also appoints an Executive Secretary on an annual basis. The total voting membership of the board is:

President
Immediate Past-President
Executive Secretary
Nine Regional Representatives
Two At-large Representatives
Director of Publications
Director of National Issues
Archivist
Past-Presidents

The Board also elects one of its members to serve as a Recording Secretary.

Liaisons from the Executive Board of AACJC are invited to attend all NCIA Board meetings.

At the regional level, Representatives are encouraged to appoint State Coordinators in each state in their region. These Coordinators may be formed into a Regional Council to organize regional activities and direct recruiting efforts in the region.

DESCRIPTIONS OF RESPONSIBILITIES

President

The President is responsible for providing leadership and annually developing goals, objectives, and action plans for presentation at the annual business meeting, for the National Council of Instructional Administrators. The President shall preside at all regular and special meeting of the Council and of its Board of Directors and shall oversee the affairs of the Council. This shall include liaison with other AACJC Councils and organizations. The President shall appoint committees as necessary or requested and fill vacancies on the Board of Directors as prescribed in the Bylaws.

Immediate Past-President

The Immediate Past-President shall advise the Council on matters of importance and undertake special assignments. The Immediate Past-President shall be responsible for the organization, selection, and award process for recognizing individuals who have served the Council and community college instruction in an exemplary manner. Such awards may include, but are not limited to: Outstanding State Coordinator, Outstanding Service to NCIA, and Outstanding Contribution to Community College Instruction.

Vice President (President-Elect)

The President-elect shall serve in the absence of the President and perform such other duties as the President may request. The Vice President shall be responsible for organizing the annual business meeting and programs

of the Council in conjunction with the Board of Directors and the American Association of Community and Junior Colleges. The Vice President shall chair the nominating committee to solicit nominees for election to the Board of Directors and shall conduct such elections.

Executive Secretary

The National Executive Secretary is appointed annually by the President with confirmation by the Board of Directors and is responsible for:

1. Handling the business and financial transactions of the organization to include:
   - A. Maintaining bank accounts.
   - B. Maintaining financial records.
   - C. Producing such financial reports as may be requested by the Board of Directors.
   - D. Producing an annual financial report attested to by a licensed public accountant.
   - E. Investing surplus funds at the direction of the Board of Directors.
2. Managing membership records of the organization to include:
   - A. Maintaining a current listing of membership.
   - B. Producing such membership reports and labels as may be requested by members of the Board of Directors.
3. Soliciting renewals of membership and communicating with the general membership regarding membership details.

Regional Representatives

The Regional Representative is elected by the membership within a particular region and serves as representative to the national organization. In cooperation with other NCIA Board of Directors members, he/she organizes and administers all NCIA business and activities.

The Regional Representative, in cooperation with other NCIA Board of Directors members:

1. Pursues topics of national concern and interest.
2. Represents NCIA interests to other.national organizations and groups.
3. Prepare various NCIA publications.
4. Plans and sponsors national convention activities.
5. Monitors all financial obligations of the NCIA.
6. Serves on various commissions and committees.
7. Assists regions in effectively developing and organizing their activities.
8. Serves as chairperson of the regional committee.
9. Organizes regional membership drives in cooperation with national membership drives.

At-Large Representatives

Two National Council of Instructional Administrators At-Large Representatives are elected biennially to two-year terms by the members at large to augment the services of the Council. They are responsible for:

1. Serving as liaison with professional associations not affiliated with the American Association of Community and Junior Colleges.
2. Assisting with membership drives for targeted groups.
3. Coordinating Council support for American Association of Community and Junior College Board elections.

4. Assisting with national issue projects.
5. Other duties as assigned.

Director of Publications

The Director of Publications is appointed annually by the President with confirmation by the NCIA Board of Directors. His/her specific responsibilities are established by the Committee in regard to coordinating the Council's several publications. Working under the direction of the Board of Directors the Director of Publications:

1. Establishes an annual timetable for the Council's various publications.
2. Recommends to the Board of Directors the format and possible content of each of the publications.
3. Contacts potential contributors seeking material for the publications.
4. Coordinates on an annual basis the following NCIA publications: the Newsletter, the Membership Brochure, any literature searches, and other publications as determined by the Board of Directors.
5. Maintains a file of past publications for distribution as needed.
6. Contributes material to the various publications as determined by the Board of Directors and as needed for each publication.
7. Develops an annual budget for Council publications.

Director of National Issues

The Director of National Issues is appointed annually by the President with confirmation by the Board of Directors, and is responsible for:

1. Surveying the membership so as to identify national issues of concern.
2. Communicating identified national issues to the Executive Board of the National Council of Instructional Administrators.
3. Coordinating with and assisting the Vice President and the Regional Representatives in conducting programs dealing with identified national issues.
4. Surveying the literature associated with identified national issues and submitting a bibliography to the Director of Publications for printing and distribution to the membership.
5. Compiling and editing the proceedings of the annual convention and submitting them to the Director of Publications for distribution to the membership.
6. Soliciting articles from guest editors on identified national issues for publication in the NCIA Newsletter.
7. Coordinating NCIA efforts associated with ongoing national issues on a project basis that may extend over several years.

Archivist

The National Council of Instructional Administrators Archivist is appointed annually by the President and confirmed by the Board of Directors and is responsible for maintaining the permanent records of the NCIA. Records to be maintained by the Archivist include the following:

1. American Association of Community and Junior College Annual Reports
2. Annual Business Meeting Minutes and Agendas
3. Articles of Incorporation

4. Bylaws
5. Board of Directors Membership
6. Board of Directors Minutes and Agendas
7. Financial Reports and Budget Reports
8. Internal Revenue Service Reports
9. Job Descriptions
10. Membership Reports
11. Other records as may be deemed necessary from time to time.
12. Publications

State Coordinators

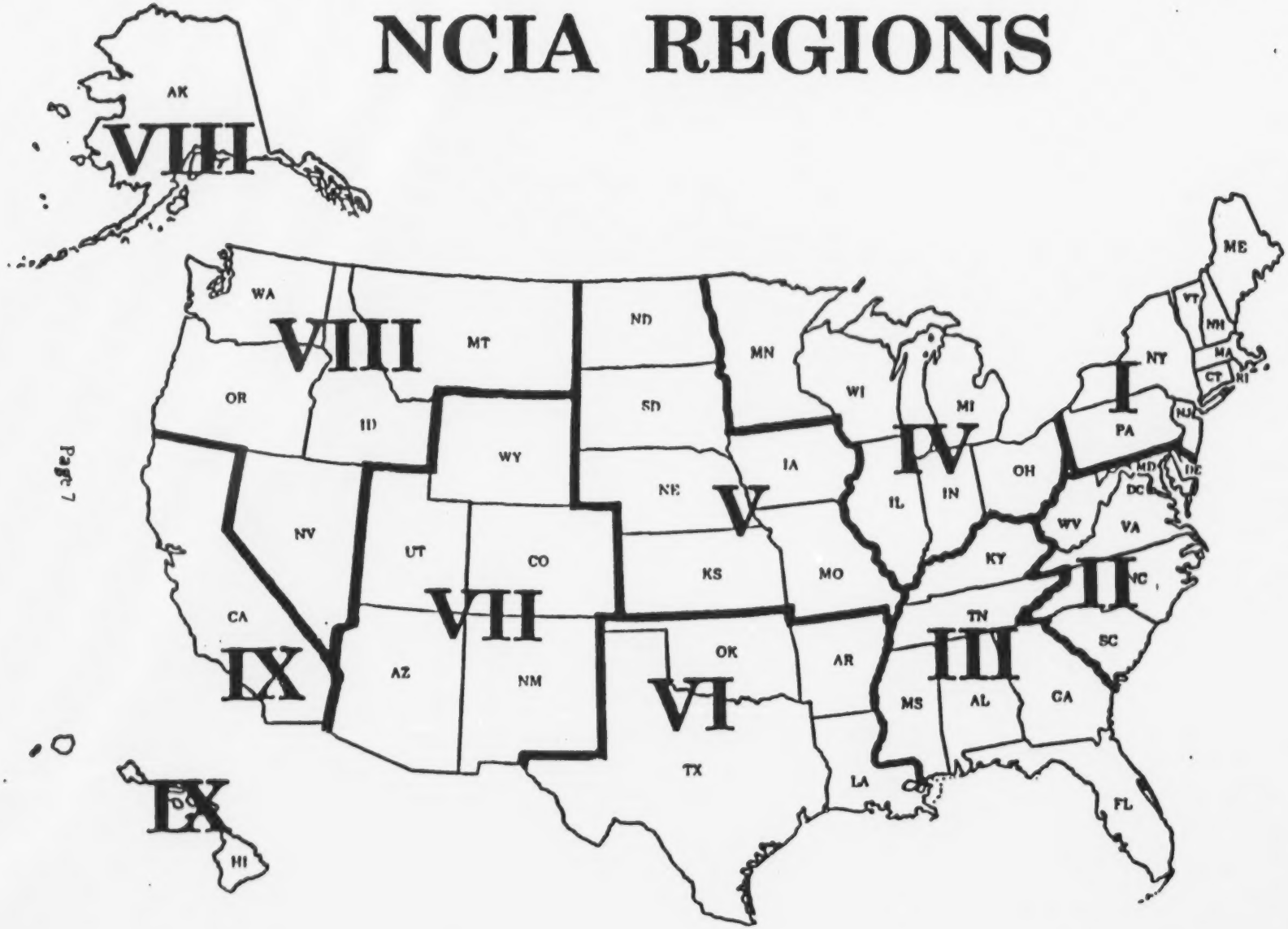
The State Representative is appointed by the appropriate Regional Representative. The State Representative serves as the state spokesperson on the Regional Committee. As a Regional Committee Member, he/she assists in the organization and administration of all regional NCIA activities.

In cooperation with other representatives on the Regional Committee:

1. Organizes regional workshops, meetings and conferences.
2. Coordinates regional activities with the NCIA Board of Directors and wherever possible, with other professional organizations.
3. Produces newsletters and other publications as may be appropriate to the region.
4. Conducts state membership drives in cooperation with national membership drives.
5. Serves on various regional and national commissions and committees as may be appropriate.
6. Other activities as may be assigned by Regional Committee.

The map which follows delineates the regional structure of NCIA.

NCIA REGIONS



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Organization

BYLAWS OF THE
NATIONAL COUNCIL OF INSTRUCTIONAL ADMINISTRATORS
As Revised on April 13, 1991, Kansas City

PREAMBLE

The National Council of Instructional Administrators is dedicated to contributing to the development of sound management practices in the two-year community junior college;

The professional nature of instructional administrators is recognized as an important and necessary function in the college organization; thus, the Council desires that its membership be fully involved in policy planning and decision making at the two-year college level;

The membership of the National Council of Instructional Administrators has a commitment to promote professional development and to enhance the performance of academic administrators;

Further, the membership supports the principles expressed by the American Association of Community and Junior Colleges and intends to cooperate in pursuit of their goals and objectives.

ARTICLE I
Name

The name of the association shall be the National Council of Instructional Administrators.

ARTICLE II
Objectives

SECTION 1. The Council shall:

Make recommendations to Council members and to the American Association of Community and Junior Colleges' Board of Directors on matters related to instructional administration in two-year colleges;

Make recommendations to Council members and to the American Association of Community and Junior Colleges' Board of Directors on matters related to instructional techniques in two-year colleges;

Conduct studies and surveys of member needs to assist in planning professional development and programming activities;

Analyze various techniques of program development and implementation in two-year colleges, serve as a clearing house for those techniques found by Council members to be particularly effective, compile and disseminate such information to the membership and other interested personnel through workshops, professional meetings and publications;

When requested, assist inexperienced instructional administrators in carrying out good management practices;

Provide for the collection and presentation of two-year college instructional administrative matters and/or concerns to appropriate professional organizations for their guidance in better serving two-year college constituencies;

Provide a positive force in the community and nation to bring about a better public understanding of the goals and objectives of the two-year college.

SECTION 2. The Council endorses the general purposes of the American Association of Community and Junior Colleges. The Council is organized and shall be operated exclusively for charitable and educational purposes and shall not engage in any activity which is not permitted by an organization exempt from taxation under Section 501(a) and described in Section (c)(3) of the Internal Revenue Code. No part of its earnings shall inure to the benefit of any private individual except that reasonable compensation may be paid for service actually rendered. No substantial part of its activities shall be carrying on propaganda or otherwise attempting to influence legislation, and it shall not participate in or intervene in (including the publishing or distributing of statements) any political campaign on behalf of any candidate for public office. And, that pursuant to these purposes, the Council shall promote the sound growth of community and junior colleges and shall help contribute in every practical way to the development of a better human environment in America by working for the extension of full educational opportunity to all Americans on an equitable basis, qualitatively and quantitatively, and by striving for the elimination of all forms of discrimination whether by race, creed, sex, or financial condition.

ARTICLE III
Members

The membership of the Council shall be open to all individuals employed at community, technical and junior colleges whose responsibilities are concerned with instructional administration.

Membership in the Council must be from institutions who are members of the American Association of Community and Junior Colleges. Individuals or organizations not affiliated with the American Association of Community & Junior Colleges shall be eligible to join the Council as Associate Members. Associate Members may participate in and receive all benefits of regular membership except that they may not vote or hold office in the Council.

ARTICLE IV
Organization

SECTION 1. There shall be a Board of Directors of the Council composed of the President, Vice President (President-elect), Immediate Past President, Former Presidents, Executive Secretary, Director of Publications, Director of National Issues, Director of Archives, one representative elected from each of the nine regional districts, and two at-large positions elected by the membership at large.

SECTION 2. The election of the Board of Directors shall take place prior to the American Association of Community and Junior Colleges' annual meeting. The newly elected members of the Board of Directors shall assume their offices at the conclusion of the annual business meeting.

SECTION 3. Election to the Board of Directors shall be by written ballot of the membership conducted through the mail ninety days prior to the annual business meeting. Elections shall be held for regional district representatives elected from each of the nine regional districts and two at-large members elected by the membership at large. Members will be elected for two-year terms.

SECTION 4. Elected members of the Board of Directors can succeed themselves only once unless an intervening period of one year shall elapse after which a member may be elected for another term.

SECTION 5. There shall be an Executive Committee of the Board of Directors comprised of the President, Vice President, and Executive Secretary. The Executive Committee shall be empowered to make decisions between regular meetings of the Board of Directors and shall report all interim activities at the next regular meeting of the Board of Directors.

SECTION 6. The Board of Directors shall elect from its members a President, Vice President (who shall also serve as President-elect), Secretary, and other officers as may be appropriate. The President, Vice President (President-elect), and Immediate Past President will each serve one year in each of these positions on the Board of Directors. The President shall appoint and the Board of Directors shall confirm an Executive Secretary, Director of Publications, Director of National Issues, and Director of Archives who shall be appointed for one year and may be reappointed annually. Upon election to the Vice President (President-elect) position, the regional or at-large position held by that individual is immediately declared vacant. The election of Officers shall be the first order of business of the Board of Directors meeting prior to the annual business meeting of the Council.

SECTION 7. Vacancies in the membership of the Board of Directors shall be filled by Presidential appointment and shall be confirmed by the Board of Directors. The appointee shall serve the unexpired term vacated by his/her predecessor. A regional representative who relocates in another region will fill any at-large vacancy or a vacancy in the region where he/she relocates. If no vacancy exists, he she may continue in office as a temporary at-large representative until the expiration of his/her normal term.

SECTION 8. Officer vacancies shall be filled by appointment by the President. Such appointments shall be effective until the next meeting of the Board of Directors at which time the vacancy shall be filled by general election of the Board. Officers appointed under this section shall have served on the Board of Directors for at least one term prior to appointment.

SECTION 9. A quorum of the Board of Directors shall be those present at any Board Meeting providing at least two of the officers are present.

SECTION 10. The President of the Council will name a Nominating Committee chaired by the Vice President of the Council to solicit nominees for election to the Board of Directors. The names of the nominees shall be returned to the President not less than one hundred twenty days prior to the annual business meeting so that they may be submitted to the membership ninety days prior to the annual business meeting as required in these bylaws.

SECTION 11. The Executive Committee shall serve as a nominating committee for the positions of Vice President (President Elect), and Secretary; and present a slate to the Board of Directors for election.

SECTION 12. Each regional district of the Council may establish a regional organization patterned on the structure of the Council;

Each regional district will act as an autonomous unit under the direction of the National Council of Instructional Administrators;

Each regional district, if organized, must present to the National Council of Instructional Administrators a written report of the past year's activities and a proposal for the current year,s activities thirty days prior to the annual business meeting of the Council.

SECTION 13. The Council, when invited by the American Association of Community and Junior Colleges' Board of Directors, may submit a nomination to the Board's Committee on Directors. The Council will be

eligible to nominate one person for election to the Board for a three-year term any year when the Council has no representation on the Board or when the Council's incumbent representative's term is to end in the current Board year or when the Council's turn to elect a Director occurs as specified in the American Association of Community and Junior Colleges' procedures. Nominations for the representative to the American Association of Community College's Board of Directors will be made by the National Council of Instructional Administrators Board of Directors and will then be presented to the membership in the form of a mail ballot if more than one person is nominated.

ARTICLE V
Meetings

SECTION 1. The annual business meeting of all Council members shall be held in conjunction with the annual meeting of the American Association of Community and Junior Colleges or at such other time as voting members may decide upon at the annual business meeting.

SECTION 2. The Board of Directors shall meet immediately preceding the annual business meeting. Additional meetings of the Board of Directors shall be held as called by the President.

SECTION 3. Workshops, conferences, and similar developmental activities may be scheduled periodically by the Council's Board of Directors and by the regional districts upon approval by the Executive Committee of the Council.

SECTION 4. Regional districts may schedule regular meetings as desired.

ARTICLE VI
Finances

SECTION 1. Membership dues shall be established annually by the Board of Directors. Only Council members with paid up dues will be permitted to vote for candidates for the Board of Directors, vote on Council business, or be elected to the Board of Directors or to regional district organizations.

SECTION 2. Dues will be used for administrative and functional purposes of the Council.

SECTION 3. Associate Members, who are not affiliated with an American Association of Community and Junior Colleges member institution, shall be subject to the same dues structures as established for members. Organizations or individuals who are not affiliated with a community, junior, or technical two-year college shall be subject to dues established annually by the Board of Directors.

SECTION 4. The Executive Secretary shall render written financial and membership reports to the Council at the annual business meeting. The financial report shall be certified as to its accuracy by a licensed public Accountant.

SECTION 5. The Executive Secretary shall submit a record of expenditures, and an accounting of all other financial transactions, to the Board of Directors at each of its meetings. Upon approval by the Board of Directors, the President and the Vice President/President-elect shall initial this report and record.

ARTICLE VII
Parliamentary Procedure

The latest edition of *Robert's Rules of Order Revised* shall be the parliamentary guide and shall govern the proceedings of the Council, the Officers, and Committees when not inconsistent with these bylaws and any special rules of order the Council may adopt.

ARTICLE VIII
Amendments

These bylaws may be amended at any annual business meeting by a vote of two-thirds of the members attending provided a written notice of any proposed changes in the bylaws shall be sent to all members of the Council at least sixty days before the meeting at which the proposed change is to be considered. If no such notice of the proposed amendment has been given as herein above specified, then these bylaws may be amended by a three-fourths positive vote of the members present and voting at the meeting.

NCIA Board of Directors

07/22/91

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Vice President for Instruction
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NATIONAL COUNCIL OF INSTRUCTIONAL ADMINISTRATORS

July 15, 1991

Membership Report

Region	Institutional Members	Individual Members	Total Members	Total Institutions
One	29	16	327	45
Two	21	23	289	38
Three	36	10	636	46
Four	45	28	602	70
Five	17	12	203	25
Six	18	12	268	29
Seven	30	12	374	38
Eight	17	9	233	26
Nine	18	9	213	26
TOTALS	231	131	3,145	343
6/30/90 totals	222	161	3,035	360

Financial Report

Account Balances - July 15, 1991

First American Bank, Gallatin - Checking Account	$ 1,483.93
First American Bank, Gallatin - Savings Account	10,467.15
Total	$ 11,951.08

Donald R. Goss, Executive Secretary

Date

ERIC Clearinghouse for Junior Colleges JUN 26 1992